



**Seattle Police Department
Office of the Compliance Coordinator**

To: Merrick Bobb
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Monitoring Team

Seattle City Attorney's Office

Seattle Mayor's Office

From: Bob Scales
SPD Compliance Coordinator

Date: March 14, 2013

Subject: March 14 – Status Update

Status of Policies Submitted to Monitor and DOJ

Now that the City has agreed with the Monitoring Plan and the Plan has been approved by the Court, I wanted to clarify the status of the policies and manuals that were submitted to the Monitor and DOJ on March 7, 2013. The City intends to follow the schedule that is outlined in Appendix B of the Monitoring Plan for submitting policies, procedures and training materials for review by the Monitor and DOJ. Any materials that have been submitted in advance of the deadlines in Appendix B should be considered to be early drafts. These drafts will likely undergo additional revisions before being submitted for review. The Monitor and DOJ have expressed a desire to review early drafts of policies and SPD looks forward to receiving any comments and suggestions you may have. We are also available to meet to discuss the draft policies if you prefer. It would be helpful to understand the process that the Monitor and DOJ intend to use to review policies and other materials between the time they have been submitted and the Deadline for Compliance.

Here is the status of the materials that were submitted last week:

1. Title 8 through 8.300 – Use of Force, Use of Force Reporting, Use of Force Investigations (Policy is nearly ready for submission. A few more revisions may be made before the submission date of March 31.)
2. 8.400 – Use of Force Review Board (Early draft. Will be submitted by June 30.)
3. 5.002 – Public and Internal Complaint Process (Early draft)
4. 3.070 – Performance Development Program (EIS)(Early draft)

5. 4.080 – Out of Classification (Early draft)
6. OPA Training and Operations Manual (Ready for review. Submission deadline is March 15).
7. Review of Policies on Reporting Misconduct (Memo)

Meeting to Discuss Stops and Detentions Policy and the Bias-Free Policing Policy

On January 31, 2013 the City submitted the Stops and Detentions policy and the Bias-Free Policing policy to DOJ and the Monitor for review. DOJ notified the City that they would like to begin discussing these policies. The City proposes that we schedule a time to meet during the Monitor's next site visit. We are available anytime on March 26 or the afternoon of March 27.

Access to Folders on the S: Drive

The Monitor has requested a summary of the contents of all the folders on the S: drive as well as access to those folders. Each of the 200+ folders on the S: drive is individually owned and permission must be normally be obtained from the owner to access the folder. No one in SPD has access to all of the folders on the S: drive. Celina Villa obtained a special research pass from IT to access those folders. She worked with two other administrative assistants to catalogue the contents and those summaries were provided to the Monitoring Team. On February 27, Celina went through some of the folders with Chris Moulton to determine which ones the Monitoring Team wanted access to. Chris told us that the Team wanted access to all of the folders. We have been working on that request and today IT was able to complete it. The Monitoring Team should now have access to all of the folders on the S: drive as requested. If you have any problems accessing the folders please contact Celina.

Electronic Copies of OPA Investigation Files

The Monitoring Team has requested that closed OPA files be scanned into .pdf files so that they can be accessed remotely. This week OPA staff started scanning the OPA files that have been closed in 2013. A folder has been created on the S: drive (S:\OPA) to store these files. The Monitoring Team has been given access to this folder. Going forward, OPA files will be scanned and put into this folder when they are closed.

During the DOJ investigation, about two years of OPA files were scanned into an electronic format. Due to the large number of cases, the City retained a vendor to handle the scanning process. Files from the latter half of 2011 and from 2012 are not currently available in an electronic format. It is our understanding that the Monitor wishes to have all of those files converted into an electronic format. The process of scanning is very time consuming and OPA does not have the staff resources to complete this task. Therefore, the City would need to hire a vendor to do the scanning. The company we used previously has been closed but the owner is in the process of opening a new company. They should be in business within the next 30 days. The City intends to use this vendor again because he has a lot of experience working with the City and dealing with highly confidential and sensitive files including OPA files.

Tasks Due by March 15

There are three tasks that are due to be completed by March 15.

1. Update OPA Training and Operations Manual (provided on March 7)
2. CIT Staffing Analysis Memo (attached)
3. OPA Precinct Liaison Memo (attached)

Subject	Column1	Type	Deliverable	Required Action by Settlement Agreement	Settlement Agreement Paragraph	Working With	Repeat	Description	Scheduled Delivery
OPA		Manual	Update Training and Operations Manual	Complete Update	167			Updated OPA Manual	3/15/2013
CIT		Practice	CIT Operations	Maintain practice	131-132			CIT Coverage Evaluation Liaison officers at each precinct to facilitate OPA matters to ensure quality and timeliness	3/15/2013
OPA		Practice	Identification of OPA Liaison Officers	Identified	168				3/15/2013